

Program Data Sheet

Name of Event: National Library Week – Open House			Pilot Program
			Revised program
		x	Repeat Program
Date: 4/13/05	Day of Week: Wednesday	Time: 11:00 – 2:00 p.m.	
Location: Ft Monroe Library	Information Phone #: 2909	Price:	
Program Coordinator: Shirley Lindsay			
Phone #: 788-3597	Fax #: 788-2931	E-mail Address: Shirley.Lindsay@monroe.army.mil.	
Purpose of the Event:			
Celebrate National Library Week			
Indicator/Measure of Success:			
Attendance the best we ever had.			
After Action Report (AAR) Comments from Prior Event(s):			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Sally Swan	Publicity	4803	2931	Sally.Swan@monroe.army.mil	
	Equipment				
Shirley Lindsay	Supplies	3597	2931	Shirley.Lindsay@monroe.army.mil	
	Audio/video				
Sally Swan	Decorations	4803	2931	Sally.Swan@monroe.army.mil	
Shirley Lindsay & Ray Abell	Food & Beverages	3597 2797	2931	Raymond.R.Abell@US.army.mil	
Shirley Lindsay	Procurement	3597	2931	Shirley.Lindsay@monroe.army.mil	
Library Staff	Set-up / Clean-up				
Karen Lewis	Other: gift certificates	2967	2931	Karen.Lewis@monroe.army.mil	

After Action Report

Financial Analysis

Sales:		Notes:
COGS:		
Other Revenues:		
Labor:		
Other Expenses:	\$116.51	
NIBD:		

Program Analysis

Attendance: 212	
Indicator/Measure of Success: Attendance was the best we ever had	
Elements to Change: Buy more fruit and nuts	
Elements to Eliminate:	
Elements to Add:	
Other Comments: Great success!	